



# **Tweedmouth Prior Park First School**

## **GDPR Privacy Notice Summary Report**

**Date: 07/04/2020**

Data Protection Officer: Paula Brown

## Introduction

Under the General Data Protection Regulations (GDPR), individuals have a right to be informed about how the school uses any personal data that we hold about them. This report provides information on the kinds of personal data we hold as a school and why and how we might use it.

Schools use a variety of personal data as part of their work and we take great care to ensure that this information is kept safe and secure. Personal data includes things like names, addresses and age, information that we need in order to comply with our statutory role in educating pupils.

Most of this data is essential and does not require your consent to use it. Some personal data is not essential and for that, depending on age, we require the consent of either the pupil or parent. An example of the kind of data that needs consent would be using pupil photographs on the school website.

In this GDPR Privacy Notice summary report, you will find a complete list of all the systems the school uses which hold personal data. The report also contains additional information such as what personal data items are held, the legal basis for doing this, along with a description of the system, why the school processes the data and who it is shared with.

If you have any queries about this document or any other issue relating to personal data, please contact the school Data Protection Officer, whose name is on the front of the pack.

## Systems included in this report

| System Name                             | Description  | Special Category |
|---|--|------------------|
| 2Build a profile                        | EYFS email communication & observation system  | yes              |
| Accident book                           | Log of accidents / minor injuries in school  |                  |
| Accident Report Form                    | ACC1 form for reporting accidents to NCC   |                  |
| Attendance file                         | Attendance information about pupils and classes  | yes              |
| BSquared Connecting Steps               | Tool for assessing pupil progress  |                  |
| Charanga                                | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning   |                  |
| Child Protection Records - Paper        | Records relating to child protection issues for individual pupils  | yes              |
| Class Dojo                              | Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.  |                  |
| Consent for educational visits          | Consent information for all educational visits including day trips and residential visits  | yes              |
| CPOMS                                   | CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration. | yes              |
| Data tracking spreadsheets              | Spreadhseets (excel) to track progress of children over the course of their school career.   | yes              |
| Dietary requirements information sheets | Required documents for specific children with severe allergies / intolerances and religious observations (food)  | yes              |

|   |  |     |
|---|--|-----|
| Education City                          | EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment.  |     |
| EVOLVE visits                           | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.   |     |
| GL-Assessment                           | GL assessments provide a range of tests for schools including reading, progress and cognitive tests  |     |
| Google drive for education              | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.  |     |
| Governance                              | Details of all members of the Governing Body   |     |
| Health & Safety                         | Records pertaining to Health & Safety  |     |
| Interactive Resources                   | Pupil / teacher online learning resources for Numeracy.  |     |
| iTrack                                  | Pupil tracking and reporting software for EYFS - KS3   |     |
| Lightspeed Internet Filtering           | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.  |     |
| Live Kitchen                            | Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis |     |
| Local Authority moderation of work      | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.   |     |
| Looked After Children Records - Paper   | Information relating to children who are Looked After  | yes |
| Mathletics _ online numeracy activities | Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of   |     |

|   |  |     |
|---|--|-----|
|   | student-driven learning and teacher-led instruction.   |     |
| Medical Files - Electronic  | Information in respect of specific medical needs of an individual student  | yes |
| Medical Files - Paper   | Information in respect of specific medical needs of an individual student  | yes |
| Medical log   | File of medical information for each child: asthma, medication administered, health care plans, risk assessments   | yes |
| National Centre for Excellence in the Teaching of Mathematics (NCETM) | NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme. |     |
| Nursery (Early Years) files   | Early years registration information and funding information for Early Years entitlement, hours taken each week  | yes |
| Personnel files   | Information relating to staff employment   |     |
| Phonics play  | Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn  |     |
| Photographs and videos of staff and pupils.                           | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.  |     |
| PIRA - Rising stars   | Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PIRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages.   | yes |
| Primary Site  | School website provider  |     |
| Recruitment information   | Part of the job application process  | yes |
| Registers   | Daily register, after school club registers, lunch register  |     |
| School360   | Learning platform for Northumberland schools with links to 3rd party educational resource providers.   | yes |
| Schoolcomms   | Communication app for parents  |     |
| SEND electronic records   | Records relating to Special Educational Needs and Disability for individual pupils   | yes |
| Send Paper Records  | Records relating to individual pupil's SEND history  | yes |

|                         |  |     |
|-------------------------|--|-----|
| SIMS                    | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. | yes |
| Thrive                  | Social and Emotional Screening Programme   | yes |
| Times Tables Rock Stars | Online times tables practice and testing.  |     |
| Visitor book            | Log of all visitors into school / fire regulations   |     |

| System used: 2Build a profile     |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | EYFS email communication & observation system   |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Class</li> <li>• Assessment Observations</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> </ul> |
| <b>Why is it being processed?</b> | To provide parental access to childs' developement  |
| <b>Who is data shared with?</b>   | Not shared  |

| System used: Accident book        |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Log of accidents / minor injuries in school   |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• class</li> <li>• Injury</li> <li>• first aid</li> <li>•</li> </ul> |
| <b>Why is it being processed?</b> | To record injuries in school  |
| <b>Who is data shared with?</b>   | Parents   |

System used: Accident Report Form

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | ACC1 form for reporting accidents to NCC   |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Telephone number</li> <li>• Date and time of accident</li> <li>• nature of injury</li> <li>• Place of accident</li> <li>• First aid</li> <li>• Circumstances</li> <li>• Action taken</li> <li>• Witness information</li> <li>•</li> </ul> <p><b>Staff member</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Occupation</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Telephone number</li> <li>• Date and time of injury</li> <li>• nature of injury</li> <li>• place of accident</li> <li>• First aid</li> <li>• Circumstances</li> <li>• Action taken</li> <li>• Witness information</li> <li>•</li> </ul> |
| <b>Why is it being processed?</b> | Statutory obligations to comply with Health and Safety regulations.  |
| <b>Who is data shared with?</b>   | NCC / parents  |



| System used: Attendance file      |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Attendance information about pupils and classes   |
| <b>Personal Data Items</b>        | <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Class</li> <li>• Gender</li> <li>• UPN</li> <li>• Address</li> <li>• Telephone number</li> <li>• Parental contact</li> <li>• Ethnic origin</li> <li>• Current attendance</li> <li>• Past attendance</li> </ul> |
| <b>Why is it being processed?</b> | To regularly check pupil's attendance towards a desired goal  |
| <b>Who is data shared with?</b>   | EWO and other agencies as required / parents  |

| System used: BSquared Connecting Steps |  |
|--|--|
| <b>Owner</b>                           | Tweedmouth Prior Park First School   |
| <b>Description</b>                     | Tool for assessing pupil progress  |
| <b>Personal Data Items</b>             | <b>Pupil</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Progress Level</li> <li>•</li> </ul> |
| <b>Why is it being processed?</b>      | To provide data for staff to assess progress/attainment.   |
| <b>Who is data shared with?</b>        | Internal only  |

System used: Charanga

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Charanga Music School, the best-selling, modern resource for primary music — online, easy to use and great value. Includes A complete scheme to teach the national curriculum for music A vast library of songs, topics, instrument courses and creative apps In-depth support for assessment, SEND and personalised teaching and learning |
| <b>Personal Data Items</b>        | <b>Staff</b> <ul style="list-style-type: none"><li>• Name</li><li>• School</li><li>• email address</li><li>• Mobile phone number</li><li>• Pupils groups</li></ul> <b>Pupil</b> <ul style="list-style-type: none"><li>• Name</li><li>• School</li><li>• Assessment information</li></ul>   |
| <b>Why is it being processed?</b> | To provide online access to teaching and learning materials.   |
| <b>Who is data shared with?</b>   | Shared with partner company Soundation AB  |

System used: Child Protection Records - Paper

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Records relating to child protection issues for individual pupils   |
| <b>Personal Data Items</b>        | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>•</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational needs</li> <li>• Child Protection Plan/Actions</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>Social Care Worker</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | Statutory obligations and to support educational entitlement  |
| <b>Who is data shared with?</b>   | Social Workers, Parent/Carer as appropriate, some information shared with key workers, health care professionals and Police, receiving school   |

System used: Class Dojo

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Class Dojo is a classroom management and behaviour rewards system which includes a digital portfolio for pupils which can be accessed by staff, pupils and parents?/carers.  |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Phone number</li> <li>• email</li> <li>• Password</li> <li>• Device id</li> <li>• Gender</li> <li>• School</li> <li>• School address</li> <li>• Geo Location</li> <li>• Photos, Videos, Docs and audio</li> <li>• IP address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Password</li> <li>• Age</li> <li>• School</li> <li>• IP Address</li> </ul> <p><b>Parent/carer</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Phone number</li> <li>• Email address</li> <li>• Password</li> <li>• Device id</li> <li>• Gender</li> <li>• School</li> <li>• Geo location</li> <li>• IP Address</li> </ul> |
| <b>Why is it being processed?</b> | To provide access to the online curriculum and classroom management? tools   |
| <b>Who is data shared with?</b>   | Shared within school   |

System used: Consent for educational visits

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Consent information for all educational visits including day trips and residential visits   |
| <b>Personal Data Items</b>        | <b>Pupil</b> <ul style="list-style-type: none"><li>• Name</li><li>• DOB</li><li>• Health conditions</li><li>• Medication</li><li>• Dietary requirements</li><li>• Contact information</li><li>• Family doctor</li></ul> |
| <b>Why is it being processed?</b> | To ensure school has up to date information when taking children off site   |
| <b>Who is data shared with?</b>   | NCC or medical practitioners / providers  |

System used: CPOMS

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | <p>CPOMS - Safeguarding and Child Protection Software for Schools Secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. CPOMS is software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. Working alongside a school's existing safeguarding processes, CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs, domestic issues and much much more. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support, instead of administration.</p> |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Details of incident</li> <li>• Admission Date</li> <li>• DOB</li> <li>• SEN, with status</li> <li>• Medical Conditions</li> <li>• UPN</li> <li>• Pupil Premium</li> <li>• Religion</li> <li>• EAL</li> <li>• LAC</li> <li>• Year Group</li> <li>• Ethnicity</li> <li>• First Language</li> <li>• Pregnancy</li> </ul> <p><b>Main contact</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone Number</li> </ul>   |
| <b>Why is it being processed?</b> | <p>To comply with statutory obligations regarding safeguarding and child protection. To provide a secure repository for personal data and ensure that records are effectively maintained.</p>   |
| <b>Who is data shared with?</b>   | <p>School staff, subsequent school if using CPOMS, Meritec for support, outside agencies, parents.</p>  |

System used: Data tracking spreadsheets

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Spreadhseets (excel) to track progress of children over the course of their school career.  |
| <b>Personal Data Items</b>        | <p><b>pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• date of birth</li> <li>• gender</li> <li>• class</li> <li>• year</li> <li>• FSM</li> <li>• SEN</li> <li>• Assessment info</li> </ul> |
| <b>Why is it being processed?</b> | Processing this data is necessary for the completion of a public task and for the school to meet statutory requirements   |
| <b>Who is data shared with?</b>   | Different elemetns of data are shared with different parties including: other staff, Governors and parents  |

System used: Dietary requirements information sheets

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Required documents for specific chidlren with severe allergies / intolerances and religious observations (food)            |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Dietary information</li> </ul> |
| <b>Why is it being processed?</b> | Health and safety - to avoid children coming into contact with specific foods  |
| <b>Who is data shared with?</b>   | n/a  |

| System used: Education City       |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | EducationCity offers a flexible range of teaching resources, linked to teaching, planning and assessment.  |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> <li>• School</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gender</li> <li>• Age</li> <li>• Class</li> </ul> |
| <b>Why is it being processed?</b> | To provide access for teachers and pupils to a range of online teaching and learning tools.  |
| <b>Who is data shared with?</b>   | Shared with school   |

| System used: EVOLVE visits        |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | An online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.   |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• e-mail address</li> <li>• IP address</li> <li>• Location data</li> <li>• Qualifications</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• UPN</li> </ul> |
| <b>Why is it being processed?</b> | To reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.  |
| <b>Who is data shared with?</b>   | 'The only time that any information will be shared by us outside of our services is where our Customer has asked us to configure the service so that it shares certain data with specified third party programs including calendars.'  |



| System used: GL-Assessment        |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | GL assessments provide a range of tests for schools including reading, progress and cognitive tests   |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Email</li> <li>• Class</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Gender</li> <li>• Class</li> <li>• Year</li> <li>• Performance data</li> </ul> |
| <b>Why is it being processed?</b> | To provide? access to a range of testing and diagnostic tools for teaching staff.   |
| <b>Who is data shared with?</b>   | Shared with school  |

| System used: Google drive for education |  |
|---|--|
| <b>Owner</b>                            | Tweedmouth Prior Park First School   |
| <b>Description</b>                      | suite of online tools for staff and pupils, including Google drive, docs, slides, sheets, gmail and Google classroom.  |
| <b>Personal Data Items</b>              | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes / groups</li> <li>• Gmail address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Classes / groups</li> <li>• Gmail address</li> </ul> <p><b>Governor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Gmail address</li> </ul> |
| <b>Why is it being processed?</b>       | To provide Google drive for education to staff, pupils and governors.  |
| <b>Who is data shared with?</b>         | Staff and Pupils   |

| System used: Governance           |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Details of all members of the Governing Body   |
| <b>Personal Data Items</b>        | <p><b>Name</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> <li>• Photos</li> <li>• Attendance at Meetings</li> <li>• Pecuniary Interests</li> </ul> |
| <b>Why is it being processed?</b> | Statutory Requirement  |
| <b>Who is data shared with?</b>   | Local Authority and the general public   |

| System used: Health & Safety      |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Records pertaining to Health & Safety   |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details</li> <li>• D.o.B</li> <li>• Record of Accident/Incident</li> </ul> <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details</li> <li>• D.o.B</li> <li>• Record of Accident/Incident</li> </ul> <p><b>Visitor</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact details</li> <li>• D.o.B</li> <li>• Record of Accident/Incident</li> </ul> |
| <b>Why is it being processed?</b> | To ensure Health and Safety Regulations are followed  |
| <b>Who is data shared with?</b>   | NCC, school staff and parents   |

| System used: Interactive Resources |   |
|------------------------------------|---|
| <b>Owner</b>                       | Tweedmouth Prior Park First School  |
| <b>Description</b>                 | Pupil / teacher online learning resources for Numeracy.   |
| <b>Personal Data Items</b>         | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class / Year group</li> <li>• School</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class / Year group</li> <li>• School</li> </ul> |
| <b>Why is it being processed?</b>  | Necessary to provide access to learning resources through School360   |
| <b>Who is data shared with?</b>    | N/A   |

| System used: iTrack               |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Pupil tracking and reporting software for EYFS - KS3   |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School</li> <li>• Email</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Year</li> <li>• Class</li> <li>• Gender</li> <li>• Performance data</li> </ul> |
| <b>Why is it being processed?</b> | To provide access to a range of online tracking and reporting tools.   |
| <b>Who is data shared with?</b>   | N/A  |

System used: Lightspeed Internet Filtering

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | The Lightspeed Rockets provide DfE compliant Internet Filtering Services for all schools connected to the Internet through NCC.  |
| <b>Personal Data Items</b>        | <b>Staff</b> <ul style="list-style-type: none"><li>• Name</li><li>• Machine name</li><li>• I/P address</li><li>• URLs visited</li><li>• School</li></ul> <b>Pupil</b> <ul style="list-style-type: none"><li>• Name</li><li>• Name</li><li>• Machine name</li><li>• I/P address</li><li>• URLs visited</li><li>• School</li></ul> |
| <b>Why is it being processed?</b> | Statutory requirement to filter Internet services for school users   |
| <b>Who is data shared with?</b>   | School leadership, LSCB and police if serious incident occurs  |

| System used: Live Kitchen         |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Live kitchen provides a number of online tools for parents, pupils and school staff to manage school meals. These include: Direct Debit cash collection option Replaces dinner register and manages cash and cheques Account histories and payment reminders by email Pre-order system for classroom whiteboards with branding Children get the meal of their choice Controls food costs - waste is minimised Parents can log in from home to view the menu, check their account and pre-order meals Uptake graphs and reports help you track progress Lunchtimes are faster and more organised Optional menu costing and nutritional analysis |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> </ul> <p><b>Parent</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> <li>• Payment details if using direct debit</li> </ul>  |
| <b>Why is it being processed?</b> | To provide additional functionality and a better service to pupils and parents at lunchtime.   |
| <b>Who is data shared with?</b>   | School staff and NCC   |

System used: Local Authority moderation of work

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | The Local Authority arranges a number of meetings with groups of schools where pupil work is presented along with grades and cross moderated to ensure consistency of assessment in schools across the County.  |
| <b>Personal Data Items</b>        | <b>School</b> <ul style="list-style-type: none"><li>• Name</li></ul> <b>Staff</b> <ul style="list-style-type: none"><li>• Initials</li></ul> <b>Pupil</b> <ul style="list-style-type: none"><li>• Initials</li><li>• Gender</li><li>• Unique pupil number (UPN)</li></ul> |
| <b>Why is it being processed?</b> | As part of the statutory? requires for assessment and moderation in schools   |
| <b>Who is data shared with?</b>   | Other NCC staff   |

System used: Looked After Children Records - Paper

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Information relating to children who are Looked After  |
| <b>Personal Data Items</b>        | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Personal Education Plan</li> <li>• Health Needs</li> <li>• Social Care Needs</li> <li>• Educational Needs</li> <li>• Family Background</li> <li>•</li> </ul> <p><b>Parents &amp; Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact Details</li> <li>• Address</li> <li>•</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | To support the education of children who are Looked After  |
| <b>Who is data shared with?</b>   | Social Workers, Local Authority, Carers, Receiving School  |

System used: Mathletics \_ online numeracy activities

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Mathletics is a captivating online learning space providing students with all the tools they need to be successful learners, both in the classroom and beyond. Powerful courses aligned to the various National Curricula of the UK & Ireland, from Foundation Stage to Key Stage 5, matched with dynamic tools and reporting for teachers. Mathletics supports and caters to each teacher's unique blend of student-driven learning and teacher-led instruction. |
| <b>Personal Data Items</b>        | <b>Pupil</b> <ul style="list-style-type: none"><li>• Name</li><li>• School</li><li>• Year group</li><li>• Test results</li></ul> <b>Staff</b> <ul style="list-style-type: none"><li>• Name</li><li>• School</li></ul>   |
| <b>Why is it being processed?</b> | To Provide secure individual access to the online learning materials  |
| <b>Who is data shared with?</b>   | School staff  |



System used: Medical Files - Electronic

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Information in respect of specific medical needs of an individual student  |
| <b>Personal Data Items</b>        | <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth</li> <li>• Address</li> <li>• Health Needs</li> <li>• Social Care Status</li> <li>• Educational Needs</li> <li>• Medical History</li> <li>• Medication Details</li> </ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | To ensure access to education  |
| <b>Who is data shared with?</b>   | Parents/Carers (as appropriate), Social Workers, Health Care Professionals, receiving schools, LA workers (as appropriate)   |

System used: Medical Files - Paper

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Information in respect of specific medical needs of an individual student  |
| <b>Personal Data Items</b>        | <p><b>Pupils</b></p> <ul style="list-style-type: none"><li>• Name</li><li>• Date of Birth</li><li>• Address</li><li>• Health Needs</li><li>• Social Care Status</li><li>• Educational Needs</li><li>• Medical History</li><li>• Medication Details</li></ul> <p><b>Parents/Carers</b></p> <ul style="list-style-type: none"><li>• Name</li><li>• Address</li><li>• Contact Details</li></ul> <p><b>Staff</b></p> <ul style="list-style-type: none"><li>• Name</li><li>• Position</li></ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"><li>• Name</li><li>• Organisation</li><li>• Position</li><li>• address</li><li>• Contact details</li></ul> |
| <b>Why is it being processed?</b> | To ensure access to education  |
| <b>Who is data shared with?</b>   | Parents/Carers (as appropriate); Social Workers; Health Care Professionals, receiving schools, LA workers as appropriate   |

| System used: Medical log          |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | File of medical information for each child: asthma, medication administered, health care plans, risk assessments  |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Inhaler / medication information (doseage)</li> <li>• DOB</li> <li>• Class</li> <li>• Medical condition</li> <li>• Signs and symptoms</li> <li>• Treatment</li> <li>• Parental consent</li> <li>• Name of medication and dose</li> <li>• Side effects</li> <li>• Storage requirements</li> <li>• Special equipment</li> <li>• Testing needed</li> <li>• Access to food drink</li> <li>• Dietary requirement</li> <li>• Staff support</li> <li>• Contingency arrangements</li> <li>• Family / emergency contacts</li> <li>• Hazard</li> <li>• Risk</li> <li>• Control measures / risk evaluation</li> </ul> |
| <b>Why is it being processed?</b> | Health and safety of child  |
| <b>Who is data shared with?</b>   | Staff, NCC and NHS professionals  |

| System used: National Centre for Excellence in the Teaching of Mathematics (NCETM) |  |
|--|--|
| <b>Owner</b>   | Tweedmouth Prior Park First School   |
| <b>Description</b>   | NCETM provides professional development for staff in the teaching of Mathematics Children's chances of succeeding in education and life will be maximised if they develop deep and lasting procedural and conceptual mathematical understanding. The NCETM's teaching for mastery section explains the rationale for this teaching approach, and presents case studies from schools, together with interviews with teachers involved in mastery projects through the Maths Hubs programme. |
| <b>Personal Data Items</b>   | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• email address</li> <li>• School</li> </ul>  |
| <b>Why is it being processed?</b>  | To provide access to the wide range of resources available online.   |
| <b>Who is data shared with?</b>  | Tribal and school staff.   |

System used: Nursery (Early Years) files

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Early years registration information and funding information for Early Years entitlement, hours taken each week   |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Gender</li> <li>• Address</li> <li>• Documents seen / recorded</li> <li>• Parents Nat. Insurance Number</li> <li>• Eligibility code</li> <li>• Religion</li> <li>• Email address</li> <li>• Telephone number</li> <li>• Parent work details</li> <li>• Emergency contact details</li> <li>• Former placements</li> <li>• Medical information</li> <li>• Ethnic origin</li> <li>• SEN information</li> <li>• EAL</li> <li>• Armed forces</li> <li>• Meal arrangements</li> <li>• Parental consent: medicine, photos, website, school publications, press, local excursions</li> <li>• Start dates</li> <li>• Desired sessions</li> </ul> |
| <b>Why is it being processed?</b> | To ensure registration of children into school and that children receive their entitlements   |
| <b>Who is data shared with?</b>   | School staff, NCC, outside agencies as required   |

| System used: Personnel files      |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Information relating to staff employment  |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone number</li> <li>• e-mail address</li> <li>• National Insurance Number</li> <li>• Qualifications</li> <li>• DOB</li> <li>• Contract</li> <li>• Payroll no.</li> <li>• Employment history</li> <li>• References</li> <li>• Leave of absence</li> <li>• DBS checked</li> </ul> |
| <b>Why is it being processed?</b> | Necessary for employment  |
| <b>Who is data shared with?</b>   | NCC and/or HR provider and/or Payroll provider  |

| System used: Phonics play         |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Interactive phonics games, phonics planning, assessment ideas and many teaching ideas and resources to help children to learn   |
| <b>Personal Data Items</b>        | <p><b>School</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul> |
| <b>Why is it being processed?</b> | To provide access to online learning resources for pupils and staff.  |
| <b>Who is data shared with?</b>   | Staff   |

System used: Photographs and videos of staff and pupils.

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Permission to display staff and pupil photographs (unnamed) and video on the school website and social media platforms.  |
| <b>Personal Data Items</b>        | <b>Staff</b> <ul style="list-style-type: none"><li>• Name</li><li>• Photograph</li><li>• Video</li></ul> <b>Pupil</b> <ul style="list-style-type: none"><li>• Photograph (unnamed)</li><li>• Video (unnamed)</li></ul> <b>Governor</b> <ul style="list-style-type: none"><li>• Name</li><li>• Photograph</li></ul> |
| <b>Why is it being processed?</b> | To celebrate the life and work of the school.  |
| <b>Who is data shared with?</b>   | The public   |

System used: PIRA - Rising stars

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Reliably assess reading attainment and progress with termly standardised reading tests Progress in Reading Assessment (PIRA) termly tests produce standardised results and age related scores to enable schools to track pupil progress term by term, predict future progress and benchmark performance against national averages.   |
| <b>Personal Data Items</b>        | <b>School</b> <ul style="list-style-type: none"><li>• Name</li></ul> <b>Staff</b> <ul style="list-style-type: none"><li>• Name</li><li>• Job title</li><li>• email address</li><li>• Telephone number</li></ul> <b>Pupil</b> <ul style="list-style-type: none"><li>• Name</li><li>• Age</li><li>• Date of birth</li><li>• Gender</li><li>• Ethnic origin</li><li>• First Language</li><li>• Unique pupil number</li><li>• Pupil premium information</li><li>• Assessment results</li></ul> |
| <b>Why is it being processed?</b> | To provide access to a range of Rising stars resources including PIRA for standardised reading tests.  |
| <b>Who is data shared with?</b>   | Staff  |

| System used: Primary Site         |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | School website provider  |
| <b>Personal Data Items</b>        | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photographs</li> <li>• video</li> </ul> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Name (unnamed)</li> <li>• photographs</li> <li>• Video</li> </ul> <p><b>Governors</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photographs</li> <li>• video</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Photographs</li> <li>• video</li> </ul> |
| <b>Why is it being processed?</b> | To promote and celebrate the school  |
| <b>Who is data shared with?</b>   | Public   |

| System used: Recruitment information |   |
|--------------------------------------|---|
| <b>Owner</b>                         | Tweedmouth Prior Park First School  |
| <b>Description</b>                   | Part of the job application process   |
| <b>Personal Data Items</b>           | <p><b>Name</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Address</li> <li>• Educational establishments attended</li> <li>• Qualifications</li> <li>• Disciplinary Records</li> <li>• Appraisal Records</li> <li>• Salary information</li> </ul> |
| <b>Why is it being processed?</b>    | As part of the recruitment process  |
| <b>Who is data shared with?</b>      | Governors/ shortlisting panel/ SIP/ HR  |



| System used: Registers            |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Daily register, after school club registers, lunch register  |
| <b>Personal Data Items</b>        | <p><b>Child</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Date of Birth</li> <li>• Lunch Status</li> <li>• Attendance</li> </ul> |
| <b>Why is it being processed?</b> | To monitor children's attendance - legal obligation.   |
| <b>Who is data shared with?</b>   | School staff, after school club providers  |

| System used: School360            |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Learning platform for Northumberland schools with links to 3rd party educational resource providers.  |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• School id</li> <li>• Class/Group</li> <li>• Year</li> <li>• UPN (Unique Pupil Number)</li> <li>• Gender</li> <li>• Attendance (If School360 used for registration)</li> <li>• Pupil concern reports</li> <li>• EYFS reflections</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Staff Alternative e-mail address</li> <li>• Teacher pupil notes</li> </ul> |
| <b>Why is it being processed?</b> | To facilitate setting up and access to the County learning platform - School360   |
| <b>Who is data shared with?</b>   | SIMs Wonde Frog Learning Just2easy Interactive Resources  |

System used: Schoolcomms

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Communication app for parents  |
| <b>Personal Data Items</b>        | <b>Pupil</b> <ul style="list-style-type: none"><li>• Name</li><li>• Attendance data</li></ul> <b>Parent</b> <ul style="list-style-type: none"><li>• Name</li><li>• Address</li><li>• e-mail address</li><li>• Mobile number</li></ul>  |
| <b>Why is it being processed?</b> | To allow regular communication between the school and parent, plus attendance data and payment information if the school chooses these modules.  |
| <b>Who is data shared with?</b>   | 'We may pass your own details to another organisation to supply/deliver products or services you have purchased and/or to provide after-sales service. We share data with our Payments Processing Service Providers when you make a purchase using our Payments module. This information will be used to authenticate you as a cardholder when making credit or debit card transactions. This data includes name, mobile phone number, email address.' |

System used: SEND electronic records

|                                   |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Records relating to Special Educational Needs and Disability for individual pupils   |
| <b>Personal Data Items</b>        | <p><b>Pupils</b></p> <ul style="list-style-type: none"><li>• Name</li><li>• Date of Birth</li><li>• Address</li><li>• Health Needs</li><li>• Social Care Status</li><li>• Educational Needs</li><li>• SEND History</li></ul> <p><b>Parents / Carers</b></p> <ul style="list-style-type: none"><li>• Name</li><li>• Address</li><li>• Contact details</li></ul> <p><b>Staff</b></p> <ul style="list-style-type: none"><li>• Name</li><li>• Position</li></ul> <p><b>External Support Workers</b></p> <ul style="list-style-type: none"><li>• Name</li><li>• Organisation</li><li>• Position</li><li>• Address</li><li>• Contact details</li></ul> |
| <b>Why is it being processed?</b> | To ensure appropriate levels of support for the student in relation SEND needs   |
| <b>Who is data shared with?</b>   | Parents/Carers as appropriate; Social Workers; Health Care Professionals; Receiving Schools; Youth Offending Teams (case dependent); LA Workers as appropriate   |

| System used: Send Paper Records   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Records relating to individual pupil's SEND history   |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date Of Birth</li> <li>• Address</li> <li>• Medical Information</li> <li>• Health &amp; Social Care</li> <li>• Specific Educational Needs</li> <li>• Interventions In Place</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Contact Details</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> </ul> <p><b>External Support</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation</li> <li>• Position</li> <li>• Address</li> <li>• Contact Details</li> </ul> |
| <b>Why is it being processed?</b> | To support educational entitlement to meet statutory obligations  |
| <b>Who is data shared with?</b>   | Case workers, Parents, local Authority and Receiving Schools  |

| System used: SIMS          |  |
|----------------------------|--|
| <b>Owner</b>               | Tweedmouth Prior Park First School   |
| <b>Description</b>         | SIMS is a management information system used by maintained schools in the UK. It provides, teachers, senior leaders and support staff with the tools to efficiently manage daily school life and drive improvement in their schools. |
| <b>Personal Data Items</b> | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Address</li> <li>• Title</li> <li>• Gender</li> </ul>  |

- Class
- Year
- Parent/carer name
- UPN
- Dietary Requirements
- Medical information
- Attendance/exclusion
- FSM
- SEN
- Assessment information
- Child Protection Plan
- School history
- Looked After Information

**Parent/Carer**

- Name
- Address
- Phone number
- email address
- Gender
- Title
- DOB
- Parental responsibility
- Language
- Occupation

**Staff**

- Name
- Address
- Phone number
- email address
- Title
- Gender
- DOB
- NI Number
- Ethnicity
- Bank Account Information
- Qualifications
- Disability & Medical Information
- Religion
- Marital status
- Language
- Passport Information
- Dietary requirements
- Absences
- Car information
- Next of Kin
- Payroll number
- DBS Information

|                                   |   |
|-----------------------------------|---|
| <b>Why is it being processed?</b> | Processing of this data is necessary for the completion of a public task and for the school to meet statutory requirements. |
| <b>Who is data shared with?</b>   | Parents   |

| System used: Thrive               |  |
|-----------------------------------|--|
| <b>Owner</b>                      | Tweedmouth Prior Park First School   |
| <b>Description</b>                | Social and Emotional Screening Programme   |
| <b>Personal Data Items</b>        | <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• DOB</li> <li>• Class</li> <li>• Year Group</li> <li>• UPN</li> <li>• Assessment information</li> <li>• LAC</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> </ul> |
| <b>Why is it being processed?</b> | Social & emotional development tracking  |
| <b>Who is data shared with?</b>   | School staff   |

| System used: Times Tables Rock Stars |  |
|--------------------------------------|--|
| <b>Owner</b>                         | Tweedmouth Prior Park First School   |
| <b>Description</b>                   | Online times tables practice and testing.  |
| <b>Personal Data Items</b>           | <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• School name</li> <li>• School address</li> </ul> <p><b>Pupil</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Year group</li> <li>• Maths group</li> </ul> |
| <b>Why is it being processed?</b>    | To provide access to online learning tool.   |
| <b>Who is data shared with?</b>      | Staff  |

System used: Visitor book

|                                   |   |
|-----------------------------------|---|
| <b>Owner</b>                      | Tweedmouth Prior Park First School  |
| <b>Description</b>                | Log of all visitors into school / fire regulations  |
| <b>Personal Data Items</b>        | <b>Visitor</b> <ul style="list-style-type: none"><li>• Name</li><li>• Date and time</li><li>• Car registration</li><li>• Purpose of visit</li><li>• Company</li><li>•</li></ul> |
| <b>Why is it being processed?</b> | Safeguarding, health and safety, fire regulations   |
| <b>Who is data shared with?</b>   | School staff, visitors  |